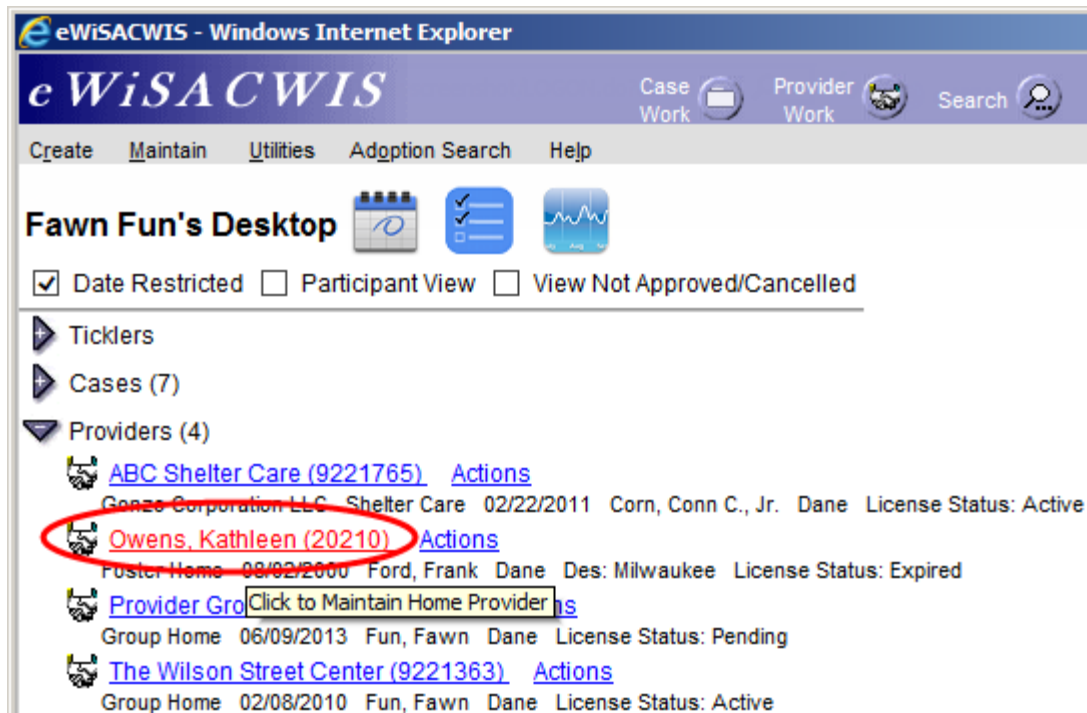


Closing a Provider Record

Note: In order to close a provider record, an assignment to the provider is needed.

Note: Duplicate providers cannot be merged in eWiSACWIS. To link a duplicate provider record, see the Duplicate Provider Link User Guide.

1. Click on the provider name hyperlink (underlined in blue on your desktop). This will open the Home Provider page.



- Click on the Closing History tab. In the Provider History group box, click the Insert button. Select the appropriate reason from the Reason drop-down. Check the Completed checkbox and click Save.

Home Provider - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic

Name: Kathleen Owens (20210) Open Date: 08/02/2000 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics Services Training License Activity **Closing History**

Provider History

Open Date	Closed Date	Reason	Completed	Closed By
08/02/2000		License - Denial/Revoked/Non-Renewal	<input checked="" type="checkbox"/>	

[Delete](#)

Insert

Closure Denial Messages

Linked Providers

Open Date	Completed Date	Provider Name	Provider Number
-----------	----------------	---------------	-----------------

Save Close

Done Local intranet 100%

- If the closure has been accepted, the record will be frozen.

Home Provider - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic

Name: Kathleen Owens (20210) Open Date: 08/02/2000 Type: Foster Home Status: Closed

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics Services Training License Activity **Closing History**

Provider History

Open Date	Closed Date	Reason	Completed	Closed By
08/02/2000	02/07/2014	License - Denial/Revoked/Non-Renewal	<input checked="" type="checkbox"/>	Corn, Conn C.

Insert

Closure Denial Messages

Linked Providers

Open Date	Completed Date	Provider Name	Provider Number
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Save Close

Done Local intranet 100%

4. If the closure has been denied, the Closure Denial Messages expando will expand and the denial reasons will be listed.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is 'Home Provider - Windows Internet Explorer provided by DHFS - State of Wisconsin'. The application header includes the 'eWiSACWIS' logo and navigation links: TM, Print, Spell Check, and Help. Below the header, the 'Basic' tab is active, displaying provider information: Name: Kathleen Owens (20210), Open Date: 08/02/2000, Type: Foster Home, Status: Open, Lcns. Type: BMCW, Lcns. Agency: BMCW - CSSW, and a checkbox for 'Restricted Provider'. A secondary navigation bar includes links for Home, Members, Characteristics, Services, Training, License Activity, and Closing History. The 'Closing History' tab is selected, showing a 'Provider History' table with columns: Open Date, Closed Date, Reason, Completed, and Closed By. The table contains one entry with Open Date 08/02/2000, Reason 'License - Denial/Revoked/Non-Renewal', and an unchecked 'Completed' checkbox. A 'Delete' link is present for this entry. Below the table is an 'Insert' button. Further down, a 'Closure Denial Messages' section is expanded, showing two messages: 'Provider has a(n) 'Active-Regular' license 02/07/2014 - 02/06/2016.' and 'Provider has an open placement for child Cake, Caitlin with begin date 12/15/2006.' At the bottom, a 'Linked Providers' section has a table with columns: Open Date, Completed Date, Provider Name, and Provider Number. The 'Save' and 'Close' buttons are at the bottom right of the form area.

5. Once the denial reasons have been fixed, select the Completed checkbox and click Save. If denial reasons still exist, the reasons will be listed in the Closure Denial Messages group box. If no denials reasons exist, the closure will occur and the record will be frozen.
6. All open worker assignments to the provider record will be closed. An e-mail will be sent to each worker letting him or her know the record has been closed.
7. Should your county license this home in the future or work with this provider in any capacity in the future, a new home inquiry should be created and linked to the existing provider record. This record will retain all historical information for this provider number.